



**DEPARTMENT OF THE ARMY**

35<sup>TH</sup> AIR DEFENSE ARTILLERY BRIGADE

UNIT #15757

APO AP 96266-5757

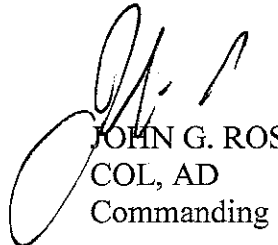
EAAD-Z

10 February 2006

MEMORANDUM FOR All 35<sup>TH</sup> Air Defense Artillery Brigade Assigned Soldiers and Civilians

SUBJECT: 35<sup>TH</sup> Air Defense Artillery Brigade Policy Letter #2 -- Commander's Open Door Policy

1. My office is open any time to soldiers of this command who wish to address grievances or concerns. Individuals desiring to see me may do so by scheduling an appointment through my Administrative Assistant. Prior authorization from your unit to visit me is not required, but keeping your chain of command informed for accountability purposes is always required. Prior to departing the unit, tell your first line leader, first sergeant, and commander where you are going.
2. This policy is not intended, and should not be used, to circumvent the chain of command. It is designed to foster open communication and to encourage you to discuss cases where the sensitivity or personal nature of the issue would otherwise discourage you from coming forward.
3. There will be no acts of reprisal taken against Soldiers choosing to exercise their option to see me through this policy.
4. You may contact my Administrative Assistant for an appointment, at 783-5564.

  
JOHN G. ROSSI  
COL, AD  
Commanding